



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Grant Specialist [Classified Competitive]			Salary P27 \$74,762.05 - \$106,450.60
Posting Number 245-22	Position Number 958557	Number of Positions 1	Posting Period * From: 03/14/2022 To: 03/28/2022
Location: Public Health Environmental Laboratory 3 Schwarzkopf Dr., Ewing, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The Public Health and Environmental Laboratories is funded through a combination of state and federal funding sources. Approximately one third to two thirds of PHEL funding is from cooperative agreements with the Centers for Disease Control and Prevention. It is essential that the PHEL provides adequate and appropriate accounting of COVID and all federal funds received as well as good stewardship in utilization of these funds. An appropriately staffed PHEL purchasing and financial services unit provides professional support to program managers for grant management. This position will serve under the leadership of the Laboratory Director, and the Financial Administrator and will be responsible for ELC grant management and other assigned federal, state and private grants within the department which support strengthening and enhancement of laboratory services. This position will work collaboratively with PHLS program managers to prepare project proposals for ELC annual and ELC Enhanced supplemental cooperative agreements, TB, PHEP, CLIA and other cooperative agreements, provide technical assistance to department entities for grant applications and establishing administrative and evaluation procedures to analyze the cost/benefits of specific grant programs, review federal grant applications, agreements and accounting documents to ensure accurate budget information, conformity with grant conditions, and proper utilization of federal and state resources to ensure compliance with federal and state regulations and procedures, assess and monitor specific supplementary terms and conditions of grant awards inserted by federal grantor agencies in terms of departmental impact and assures compliance with these conditions.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in accounting.

EXPERIENCE: Four (4) years of accounting experience including two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

NOTE: Applicants who have obtained the twenty-one (21) semester hour credits in accounting as specified above but do not possess the required college degree may substitute additional experience as indicated on a year-for-year basis.

NOTE: Possession of valid certificate as a certified Public Accountant issued by the New Jersey Board of Certified Public Accountants may be substituted for the Bachelor's degree with the twenty-one (21) credit hours in accounting.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

EDUCATION: Graduation from an accredited college or university with a Master of Science degree in microbiology or other appropriate biological sciences discipline.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTLABS@doh.nj.gov
- Mail the required documents to:
**Chova Joyner, Administrative Assistant 2
Public Health and Environmental Laboratories
Reference Posting #245-22
New Jersey Department of Health
PO Box 361
Trenton, NJ 08625-0361**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*